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**The Yolo-Solano  
Air Quality Management District  
Is Seeking A Progressive  
Executive Director/  
Air Pollution Control Officer**

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***MISSION***

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*"The Yolo-Solano Air Quality Management District  
is responsible for protecting human health and property  
from the harmful effects of air pollution."*

## THE REGION

Yolo and Solano Counties are located in the heart of California's agriculturally rich Central Valley between Sacramento and Napa Counties. Also in close proximity are the Sierra Nevada mountains, Lake Tahoe, and the San Francisco Bay Area. Served by three interstate freeways and within minutes from Sacramento's International Airport, the region is a major transportation hub.

Farming and ranching have played an important role in making the region one of the leading agricultural producers in the nation. Yolo and Solano Counties have also experienced significant industrial growth over the past 25 years, especially in biotechnology. In addition, there are excellent leisure-time and cultural opportunities in the region and nearby Sacramento. The Woodland Opera House and Mondavi Center for the Performing Arts (in Davis) host a variety of high-quality performing arts events, and there are also several amateur theater groups. For outdoor activity, there is bicycling along scenic country roads and numerous bike trails. Other outdoor activities include fishing, hiking, and water-skiing along the Sacramento River, or enjoying a wide variety of water sport activities at Lake Berryessa. A unique area within Yolo County is beautiful Capay Valley, home to the Rumsey Band of Wintun Indians - which owns and operates Cache Creek Casino Resort; it is also an area that boasts numerous farms and ranches, as well as an abundance of wildlife. Sacramento has a AAA professional baseball team – the Rivercats who play at Raley Field in West Sacramento. Nearby Arco Arena is the home court for the Sacramento Kings NBA and Sacramento Monarchs WNBA teams, and there are numerous locally organized sporting activities for all ages, including softball, volleyball, basketball and soccer. The University of California at Davis, four community colleges and California State University at Sacramento are all located in the area.

The area is blessed with warm summers, mild winters, and a low crime rate. A variety of housing options are available.

## THE DISTRICT

The Yolo-Solano Air Quality Management District, established in 1971 by a joint powers agreement between the Yolo and Solano County Boards of Supervisors, is headquartered in Davis, California. The District covers all of Yolo County and the northeast section of Solano County, including the cities of Vacaville, Dixon and Rio Vista. The District works cooperatively with other regional and statewide air quality districts, as well as State and Federal agencies, the business and public health communities, non-profit organizations and private citizens to achieve and maintain healthy air quality for the region. The District includes approximately 1,600 square miles and serves a population of more than 312,800 people.

The Yolo-Solano Air Quality Management District is organized into four divisions:

- **Administration** – provides management of air pollution control programs; personnel, financial, contract and grant administration; safety program (Injury & Illness Prevention Program); public education activities; administrative services and support to the Board of Directors; and integration of District activities with other local, State and Federal agencies.
- **Compliance and Technical Services** – provides enforcement and compliance of the programs; agricultural burning; inspections of permitted sources; emission inventory; state mandated air toxics "hot spots;" investigation of air quality and nuisance complaints; and continuous air monitoring in support of State and Federal programs.
- **Engineering** – reviews and inspects stationary sources for compliance with rules and regulations through the permit system; rule development; reviews



permits for toxic impact; integration of District major source permits with Federal Title V and Title III requirements; and provides support for the District Hearing Board.

- **Planning** – oversees the administration of the District's Clean Air Funds grant program as well as land use, transportation, and air quality planning for reduction of indirect sources of emissions; reviews local jurisdiction general and specific plans, and environmental documents to assure consistency with the attainment and maintenance of State and Federal air quality standards.

The District supports several regional programs, including:

- **Spare the Air**  
This program provides residents with resources they can use to protect their health during the summer smog season.
- **Heavy-Duty Vehicle Incentive Program**  
A program that provides funding assistance for truck owners and fleet operators to reduce their vehicles' emissions.
- **Lawnmower Exchange**  
The District helps support both the Sacramento region and Solano/Bay Area region programs that offer incentives to buy a new electric lawnmower, with a trade-in of a gas powered mower.

The District is governed by a 14-member Board of Directors comprised of four members of the Yolo County Board of Supervisors, three members of the Solano County Board of Supervisors, and

representatives from each incorporated city within the District's jurisdiction (Davis, Dixon, Rio Vista, Vacaville, West Sacramento, Winters and Woodland). The Board appoints the Executive Director/Air Pollution Control Officer. District legal services are provided by contract with the Yolo County Counsel's office.

## THE POSITION

Reporting to the District Board, the Executive Director/Air Pollution Control Officer (APCO) is responsible for planning, organizing and directing the overall activities of the District. In addition, the Executive Director/APCO assesses District needs and ensures adequate legal, financial, political and technical resources are available to attain and maintain State and Federal ambient air quality standards in the counties of Solano and Yolo. Additional areas of responsibility include, but are not limited to:

- Planning, organizing, coordinating, and directing District activities; developing goals and objectives for the District; directing implementation of policies and procedures; evaluating programs, procedures and systems for overall effectiveness.
- Representing the District in various negotiations with other governmental agencies, industrial sources and consultants regarding funding, program development, fines, permits, variance conditions, contracts and local district regulations.
- Working in regional partnerships with other agencies toward mutually agreeable air quality improvements; coordinating air matters among the cities and counties within the District.
- Reviewing and authorizing personnel actions; evaluating the work of subordinate supervisory personnel; reviewing progress reports and conferring with staff to define and solve problems.
- Reviewing new or proposed legislation

and regulations and determining effect on existing or proposed programs; coordinating new laws and regulations into existing District plans, permitting procedures, rules and regulations; working with District counsel on actual and potential litigation; lobbying State and Federal legislatures.

- Overseeing budget preparation and administration.
- Representing the District before the media, other agencies, and the public.

The Executive Director/APCO oversees an organization currently consisting of 24 full-time employees and an FY 04/05 budget of approximately \$3.8 million. Most of the District's revenue comes from fees paid by businesses and industries that emit air pollution, a clean air surcharge on all vehicles registered within the District's jurisdiction, and other sources including state grants. The Air Pollution Control Officer has three staff who report directly: Deputy Air Pollution Control Officer, Administrative Services Officer, and the Senior Planner.

## CURRENT ISSUES AND PRIORITIES

The District Board has identified the following current issues and priorities that will require the attention of the new Executive Director/APCO:

- **Ozone Standards** – The District is currently working regionally and locally on efforts to meet health-based, ozone transport, and related standards so that it may, as part of the region, eventually meet Federal eight hour ozone mandates.
- **Land Use / Transportation Planning** – Recognizing the impact mobile sources of air pollution have on air quality, the District has been working with local, regional, State and Federal governments in coordinating land use and transportation planning efforts to minimize mobile source pollution as the region continues its significant growth.



- **New Agricultural Regulations** – The District is working with various local agricultural organizations and interests in meeting new permitting regulations required by SB 700, which was signed into law last year.
- **Business-Community Relations** – The District has been successful in communicating and collaborating with the local business community in order to attain air quality improvements while being able to maintain a healthy business economy at the same time. These efforts must be continued to maintain the public's understanding of and respect for air quality programs.

For additional information about the Yolo-Solano Air Quality Management District, see its web site at: [www.ysaqmd.org](http://www.ysaqmd.org).

## THE IDEAL CANDIDATE

The ideal candidate will be a seasoned executive, manager or top-level assistant with successful fiscal and staff management abilities, and a significant knowledge of air quality, transportation planning, or related field of environmental protection. This strong, progressive leader will be collaborative and understand the legislative process; bring extensive problem solving, consensus building, interpersonal, and public relations skills; and be dedicated to improving air quality. The abilities to understand detail, yet not lose focus on the big picture; to build and maintain an





effective relationship with the Board of Directors; and to communicate, listen and make effective public presentations are particularly important. California experience is preferred.

Specific qualifications are as follows:

#### **EXPERIENCE AND EDUCATION**

Substantial relevant experience managing engineering, monitoring, research or enforcement programs in air quality or related field of environmental protection, or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Graduation from college with a Bachelor's degree in environmental science, engineering, or a related field is required. A Master's degree in public or business administration is desirable, yet relevant experience is more important.

#### **COMPETENCIES AND PERSONAL CHARACTERISTICS**

In addition to the qualities described above, the ideal candidate will be:

- Of the highest integrity; trustworthy; develops and maintains credibility
- Straight forward style
- Collaborative and participatory, yet decisive when necessary
- Approachable
- Customer service oriented
- Flexible; open minded; adaptable within a changing environment
- Intuitive and perceptive
- Comfortable in group settings; will be visible

- An effective and articulate communicator
- Resourceful; who knows and is able to deal effectively with key contacts in local, regional, State and Federal agencies
- Energetic and proactive
- Politically astute, yet not political

## **COMPENSATION AND BENEFITS**

The salary for the position is open and negotiable depending on the qualifications of the selected candidate. The District offers an attractive benefit package, including:

**Retirement** – California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. The District pays the 7% employee contribution.

#### **Vacation Leave and Vacation**

**Buy-back** – Negotiable.

**Administrative Leave** – 80 hours of administrative leave per year.

**Holidays** – Ten set plus four floating holidays per year.

**Sick Leave** – Earned at the rate of one day per month with unlimited accumulation.

**Group Health Insurance Plan** – The District contracts with the Public Employees' Retirement System (PERS) for health insurance. The District currently pays 90% of the Kaiser rate, with the employee contributing the 10% balance.

#### **Group Life and Long Term Disability**

**Insurance** – All employees must enroll in the District funded program, administered by Standard Insurance Company.

**Dental and Vision Insurance** – All employees must enroll in the District funded programs, self-funded dental and vision plans.

**Social Security** – District employees are exempt from payment of FICA taxes.

Other optional programs available.

## **APPLICATION PROCESS AND RECRUITMENT SCHEDULE**

To be considered for the position, please submit a resume with cover letter, including current salary and the names of three work-related references to:



Kris Kristensen

CPS EXECUTIVE SEARCH

241 Lathrop Way • Sacramento, CA 95815

Phone: 916 / 263-1401

Fax: 916 / 561-7205

Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)

CPS website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)

The final filing date for this position is **Friday, November 19, 2004.**

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will be given preliminary interviews by the consultants. Candidates appearing best suited for the District will be reported to the Board of Directors. The Board will invite top candidates to participate in interviews in mid December. The Board expects to make an offer of appointment in mid January following reference and background checks and a final interview.

The Yolo-Solano Air Quality Management District is an equal opportunity employer.